		広報番号: Announcement No.	NEX-636-16	
横須賀基地空席広報 VACANCY ANNOUNCEMENT		募集締切日: Closing Date	22 Mar 16	
			1st Cut-off: 8 Feb 16 2nd Cut-off: 29 Feb 16	
VACANCI ANNOUNCEMENT		発行日: Date of Issue	19 Jan 16	
1.職種名 Job title (等級 Grade_4_/語学等級 LD_3_)	募集人数	<b>4.募集範囲</b> Area o		
ersonnel/Manpower Coordinating Clerk, #327		I. 図 現 MLC/IHA 従業員(部隊内) Current MLC/IHA Employee within Activity II. 図 現 MLC/IHA 従業員(通勤圏内)		
(人事又は人力調整事務職)	1 名		ployee in commuting distance IA 従業員(全在日米軍)	
□ 技能系 □ 保安系 □ 医療系		Current MLC/IHA I	Employee Japan Wide	
Administrative Blue Collar Trade Security Medical <b>2.部隊</b> Activity		│ IV. ⊠ 外部 Off B	sase Applicant	
Navy Exchange, Yokosuka				
Personnel Office		5.雇用の種類 Type of Employment MLC		
勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka		☐ IMLC ☐ HPT		
<b>3.勤務時間</b> Work Schedule ( 週 <u>40</u> 時間制 hrww)		☐ 常用 Permaner		
勤務日 Work Days: 5 days/week		図 限定 Limited 7	Гегт ( <u>Until 12/31/2016</u> )	
勤務時間 Work Hours: 0700-1545/0730-1615/0800-1645/1015-1900				
休憩 Recess Period: 45 min/day		* The employment may or may not be renewed or may be terminated prior to		
□ 夜勤 Night Shift		the not to exceed date.		
6.職務内容 Duties				
Performs a variety of clerical, procedural, and assistant work servicing customers/employees in a computerized or manual system.				
In a computerized system, determines appropriate coding and operates Japanese Automation System and PeopleSoft. Knowledge of				
the operations and terminology of the personnel specialty, e.g., classification, recruitment, placement, management-employee relations, employee development, personnel system management, labor relations, etc., is required in support of one or more				
specialized functions. Provides clerical and procedural support in a variety of employee-management programs. Maintains position				
control files. Controls personnel action requests. Draws organization charts based on information. Prepares and distributes				
vacancy announcements. Provides information to job applicants. Refers applicants to supervisor for interview. Establishes and				
maintains files of correspondence, applications, performance appraisals and promotion folders. Explains procedures and forms for rehiring. Japanese language is required to communicate with customers and associates. Performs other related or incidental duties				
as assigned.				
7.資格要件/身体条件 Qualification/Physical Requirements				
a. One year of clerical, technical, or administrative work experience equivalent in any field, OR completion of 4 year				
college/university in any field. b. Must have GOJ ordinary driver's license (AT limited is acceptable).				
c. Knowledge of regulations and procedures for IHA/HPT personnel actions.				
d. Skill in operating personal computer applications such as Microsoft Word and Excel.				
e. Ability to perform a variety of clerical and administrative duties.				
f. Ability to communicate effectively and courteously with all level of personnel. g. Ability to speak, read and write English at fluent proficiency level. (LD-3)				
h. Ability to speak, read and write Japanese at native language level.				
WITH THE TANK THE TAN				
* Handicapped applicants may be accepted, depending on the degree and kind of disability. 英語力 English Language Proficiency: □必要なし None □初級 Basic □中級 Intermediate □上級 Advanced □特段の能力 Exceptional				

学歴 Educational Background: 7/8 欄参照 See blocks 7 & 8 | 免許証/修了証 License/Certificate Required: 7/8 欄参照 See blocks 7 & 8

8.提出するもの Application and Associated Documents	職務状況 Working Condition
*☑ 空席応募用紙 Application for Vacancy Announcement	
*☑ 専門職務経歴書 Resume of Specialized Work Experience	
*の記入は Complete * in ⊠ 英語で English	
○ 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』	
If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on	
Relatives"	
☑ 日本政府発行の普通自動車運転免許証の写し (AT 限定可) Copy of GOJ Ordinary Driver's	
License (AT limited is acceptable)	
□ 修了証/証明書の写し Copy of Certificate	
英語の能力を証明するものの写し Certificate of English Proficiency (Copy)	
図 82 円切手を貼付し、応募者の郵便番号·住所·氏名を書いた返信用封筒 (12cm x 23.5cm)	
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)	
□ 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen	
applicant, copy of Residence Card and Passport/Visa Copy	

## 9. 応募書類提出先 Office to Submit

内部応募者(現 MLC/IHA 従業員)と外部応募者(非従業員)では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。 募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.

(注意)上記項目4番の"募集範囲"が現 MLC/IHA 従業員のみの場合、外部応募者(非従業員)からの応募書類は無効となりますのでご注意下さい。 When item #4, "Area of Consideration" above shows "Current MLC/IHA employees" only, Off Base Applicants will be rated ineligible.

1. 内部応募者(現 MLC/IHA 従業員)提出先(米海軍横須賀基地日本人雇用課(HRO)):

Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):

**〒238-0001 〒238-0001** 

神奈川県横須賀市泊町 1 番地 1 Banchi Tomari-cho, Yokosuka PSC 473 BOX 22 CNRJ HRO N132 PSC 473 BOX 22 CNRJ HRO N132

内線/Extension 243-8152

米海軍横須賀基地正門左手前事務所1階、日本人空席広報掲示板の下の壁に内部応募者用の「空席応募提出箱」が設置 してあります。 毎日午前0600時より、午後0600時までこの箱への応募書類の提出が可能です。

Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.

## 2. 外部応募者(非従業員)提出先:

〒238-0011

神奈川県横須賀市米が浜通 1-6 村瀬ビル4階

(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)

管理第一係

電話番号 Phone 046-828-6959

Off Base Applicants must submit to:

₹238-0011

Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka

Yokosuka Branch of LMO/IAA

Management #1 Section

受付時間:月曜—金曜、0830-1730 時 (日本の祭日を除く)。 雇用条件等のご質問はこちらにお問い合わせ下さい。 Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays). Please contact LMO/IAA for questions on conditions of employment.

## 10. 事務処理欄 For Official Use

募集部隊担当 Activity POC: NEX Personnel 軍電 (DSN): 243-5149

PD No.: NEX-PERO-007-LT | PD is accurate and current. Certified by Activity: mk | HRO: (rcvd: 1/13) js 1/14 ms 1/14

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered. 提出された応募書類はお返ししません。Submitted applications will not be returned.

## PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450,9397; 及び日本法・個人情報の保護に関する法律(平成15年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記:記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes. 利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Format Rev: 5-30-14